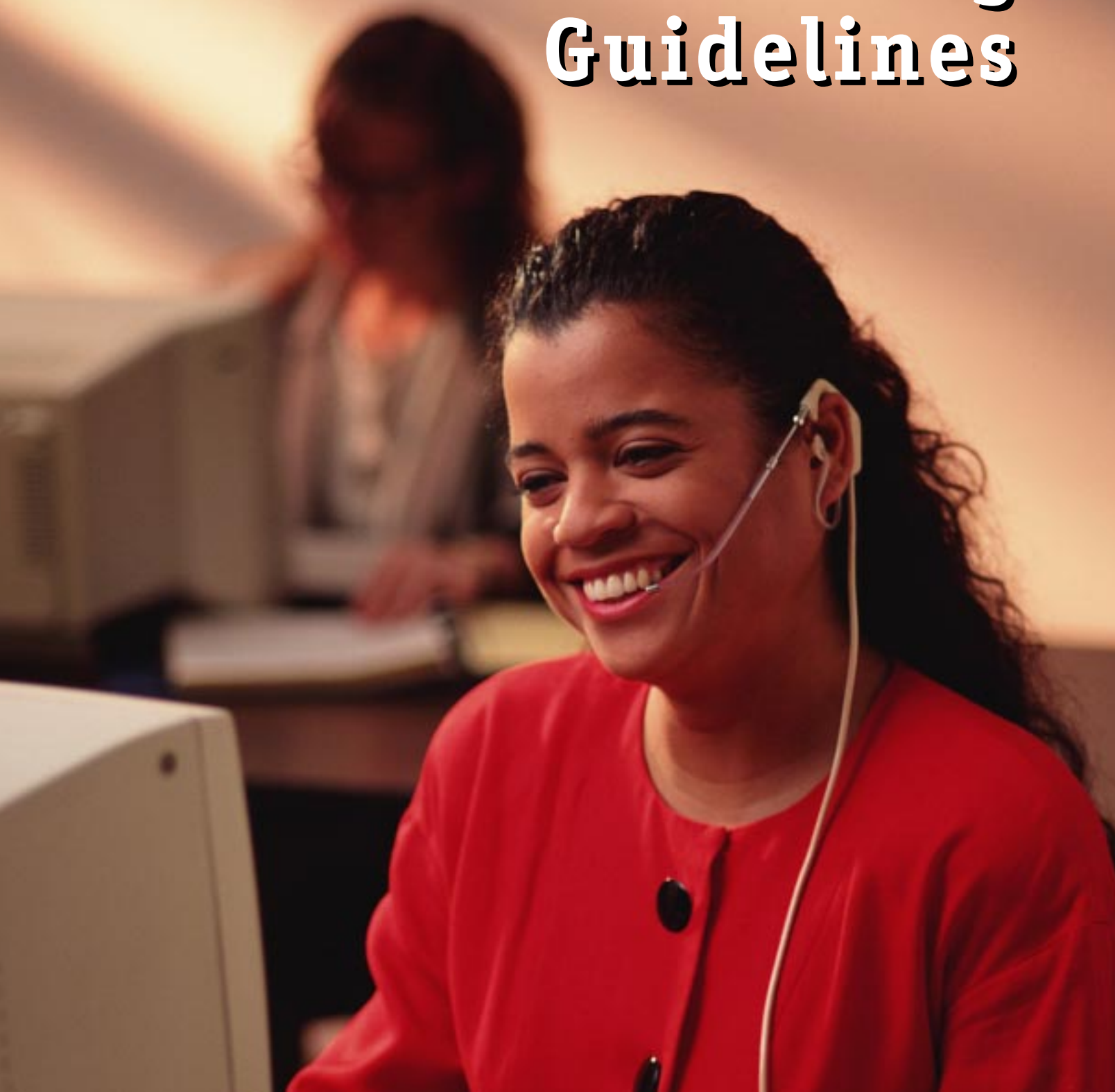


# **Basic Schedule Ordering Guidelines**





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# Basic Schedule Ordering Guidelines

## 1. PUBLICIZING CONTRACT ACTIONS

The Federal Supply Schedules have been synopsisized in the Commerce Business Daily and satisfy the requirements of the Competition in Contracting Act (Pub. Law 98-369) and FAR Part 5, Publicizing Contract Action.

## 2. *GSA Advantage!* (ELECTRONIC COMMERCE)

If you need more information or assistance contact *GSA Advantage!*:  
Internet e-mail address: [GSA.Advantage@gsa.gov](mailto:GSA.Advantage@gsa.gov)  
or the voice mail hotline: (703) 305-7359.





# Basic Schedule Ordering Guidelines

## 3. HOW TO BUY FROM SCHEDULES

This section contains the contractor's ordering address, telephone number, contract number and contract effective date. Consult the contractor's catalog/price list for more detailed ordering information, such as:

- Contract items awarded.
- Maximum order provisions.
- Geographic coverage (delivery area).
- Contract price or discount.
- Quantity discounts.
- Prompt payment terms.
- Government purchase card terms.
- Commercial delivery terms.
- Expedited Delivery.
- Ordering address(es).
- Payment address(es).
- Warranty provision.
- Export packing charges.
- Applicable terms and conditions of rental, maintenance,
- Installation and repair.
- Environmental and energy efficient.





#### 4. SMALL BUSINESS PARTICIPATION

The General Services Administration and the Small Business Administration (SBA), strongly support the participation of small business concerns in the Federal Supply Schedules Program. To enhance small business participation, SBA policy requires agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals. See <http://www.sba.gov/gc/goaling/> for guidance on goal setting and goal submittal via the internet. (Note: insert user name: OSDBU and the password: sba3865, then scroll down and click on "Instructions")

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/price lists of at least three schedule contractors or to consider reasonably available information by using the *GSA Advantage!* on-line shopping service ([www.gsa.gov/advantage](http://www.gsa.gov/advantage)). The catalogs/price lists, *GSA Advantage!*, and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business contractors.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting price lists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.



#### 5. JWOD (NIB/NISH) SERVICES AND PRODUCTS

The Javits-Wagner-O'Day (JWOD) Program (NIB/NISH) provides many services and products to Federal customers under its mandatory source authority. Before making any open market purchase from a schedule contractor, ordering agencies should determine if there is a comparable JWOD (NIB/NISH) service or product. Please call a JWOD representative at (703) 603-7740, or e-mail: [info@jwod.gov](mailto:info@jwod.gov) to check if there is an appropriate service performed or product manufactured by people who are blind or have other severe disabilities. Information on services can also be found at [www.jwod.gov/srvlist.htm](http://www.jwod.gov/srvlist.htm) and, on products, at [www.jwod.gov/suplist.htm](http://www.jwod.gov/suplist.htm).

#### 6. UNICOR PRODUCTS

UNICOR (Federal Prison Industries, Inc.) provides items that may be similar to some of the items in this schedule. Prior to making a purchase from the schedule, ordering agencies should check with UNICOR to see UNICOR's product meets their specific need. For your convenience, this check can be made quickly by calling the UNICOR Customer Service Group at (800) 827-3168. Additional information on services can also be found at [www.unicor.gov](http://www.unicor.gov)



## 7. CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer’s requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

## 8. MAXIMUM ORDER

If the “best value” selection places your order over the Maximum Order identified in the contractor's catalog or price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the contractor to ask for a better discount price.

The contractor may:

- i. offer a new lower price for this requirement;
- ii. offer the lowest price available under the contract; or
- iii. decline the order within 5 days.

A delivery order that exceeds the maximum order may be placed with the contractor selected in accordance with FAR 8.404. The order may be placed under the Schedule contract.

## 9. PRICE REDUCTIONS

There may be circumstances when a customer finds it advantageous to request a price reduction, such as, where the quantity of an individual order clearly indicates the potential for obtaining a reduced price. Customers that obtain a further price reduction may still place these orders against the Schedule contract. MAS contractors will not be required to pass onto all schedule users a price reduction extended only to an individual customer for a specific order (FAR 8.404 (b)(5)).

## 10. BLANKET PURCHASE AGREEMENTS (BPAs)

- 1) Go to [www.fss.gsa.gov](http://www.fss.gsa.gov).
- 2) Click into schedules, and
- 3) Go to view basic schedule ordering guidelines
- 4) Click into Blanket Purchase Agreements.

## 11. INCIDENTAL ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule BPA or the individual task/delivery order if the items are clearly labeled as such on the order, all applicable acquisition regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market items.

## 12. ENVIRONMENTAL CONSIDERATIONS

To assist our customers' efforts in complying with the requirements of environmental laws and Executive Orders, (considering price, availability and performance requirements), our Schedule contractors have been requested (where possible and/or feasible) to identify items that:

- Have recycled content (e.g., EPA-designated items with specific content requirements)
- Are energy and/or water saving (e.g., Energy Star)
- Have reduced pollutants (e.g., low volatile organic compounds [VOC's] and chromate-free)

Note: Customers should review contractor literature and contact the contractor directly to obtain complete information regarding environmental claims. Applicable guidance can be found in FAR 23, DFAR 223 and on our environmental web site at: <http://www.fss.gsa.gov/environ>

## 13. VARIABLE CONTRACT PERIODS

Generally, Federal Supply Schedules will no longer have a prescribed beginning and ending date. The schedule periods will be continuous, and will contain contracts with contract periods that commence on the Date of Award (DOA) and expire in five years (exclusive of any options) from the DOA.

## 14. EVERGREEN

This is a new feature that expands the multiyear contracts for all MAS Federal Supply Schedules to one five-year basic contract period and three five-year Evergreen option periods.

## 15. LEASING

Only equipment offered on a Federal Supply Schedule may be leased. Some guidelines for leasing are as follows:

Once you have selected the equipment, then you need to determine whether it is more advantageous to lease or purchase it. The contracting officer should compare the leasing terms offered from the third-party leasing companies in the Schedule as well as those offered by the Schedule equipment sellers. For example, most IT leases, other than Lease to Ownership (LTOP), require the ordering agency and the leasing contractor to determine as part of the initial lease agreement, the market value of the equipment at the end of the lease term; i.e., its residual value.

Once the best leasing terms have been selected, the contracting officer can compare the advantages of leasing to those of direct purchase. OMB Circular A-94, par. "c", describes the economic analysis that is to be used in determining the economic impact of leasing vs. purchasing.

Leasing requires a commitment on the agency's part for all the terms and conditions of the lease for the full term of the lease. If an agency has annual appropriations requiring issuance of supplemental funding documents, the agency's procurement and accounting systems must be capable of timely





generation of the requirement documents. Customers must also be mindful of submitting “renewal delivery orders” in a timely manner to assure that their lease does not expire. Cancellation of a lease for lack of funds should only be done when the organization is no longer funded. Court decisions have held that termination for convenience should only be employed when the agency no longer has a requirement for the equipment. Example: An employee has retired and the position will not be filled so now there is a piece of equipment that is not needed. In other words, a desire for something different, newer, or better is not a justification for the premature cancellation of a lease.

**CUSTOMERS ARE REMINDED TO SUBMIT THEIR RENEWAL DELIVERY ORDERS IN A TIMELY MANNER TO ENSURE THAT THEIR LEASE DOES NOT EXPIRE.**

#### **16. AUTHORIZED USERS**

The agencies and activities named below may use contracts established under this Federal Supply Schedule.

- i. All federal agencies and activities in the executive, legislative and judicial branches.
- ii. Government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1.
- iii. Mixed ownership government corporations (as defined in the Government Corporation Control Act).
- iv. The government of the District of Columbia.
- v. Other activities and organizations authorized by statute or regulation to use GSA as a source of supply. (Questions regarding activities authorized to use this schedule should be directed to Customer/Vendor Relations contact point identified in this document.)

#### **17. GEOGRAPHIC COVERAGE**

All Federal Supply Schedules provide contractors the opportunity to offer worldwide coverage. Schedule contractors have three categories of geographic coverage to offer: (1) Domestic, which will cover delivery to the 48 contiguous states, Washington, D. C.; Alaska, Hawaii and Puerto Rico; (2) Worldwide, which will cover delivery domestically AND overseas, and (3) Overseas Only, which will cover delivery to overseas destinations.

## 18. PURCHASE CARD

Agencies may make payments for oral or written delivery orders by using the Government wide commercial purchase card. "Government wide commercial purchase card" means a uniquely numbered credit card issued to named individual Government employees or entities, to pay for official Government purchases. Schedule contractors are required to accept the Government purchase card as payment for acquisitions up to the micro-purchase threshold, currently \$2,500. The card may be used for payment in excess of this threshold if the using agency and contractor agree. Relevant terms and instructions for use of the Government-wide commercial purchase card are contained in the GSA Fleet, Travel and Purchase Payment System Program Guide and within your agency's written internal operating procedures.

Relevant terms and instructions for use of the Government-wide commercial purchase card are available at <http://www.fss.gsa.gov/services/gsa-smartpay/contracts.cfm>, click on "Master Contact, Terms and Conditions". Customer agencies will also have their own internal operating procedures. The contractor shall not process a transaction for payment through the credit card clearing-house until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the contractor shall immediately credit a cardholder's account for items returned as defective or faulty.



## 19. FOR FURTHER ASSISTANCE

General Services Administration  
Federal Supply Service  
Customer/Vendor Relations  
General Products Center (7FXA)  
(817) 978-4545/2776  
[marketing.gpc@gsa.gov](mailto:marketing.gpc@gsa.gov)

## Schedules E- LIBRARY

- 1. Search using keywords, contract #, contractor name or SIN.*
- 2. Click on the Special Item Number of the item that interests you.*
- 3. Call the phone number listed with the contractor.*
- 4. Ask for a GSA price or a GSA authorized price sheet.*
- 5. Then, place your order directly with the contractor.*